

ed I hope  
hear from  
you soon.  
Fondly,  
Leslie



*good  
handwriting*

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Handwriting Consultants to  
W. A. SHEAFFER PEN COMPANY

# A WORD ABOUT *Handwriting*

Writing is like breathing, eating and sleeping—you do it every day. From the moment the doctor fills out your birth certificate, handwriting plays an important part in your life. Letters, reports, applications, records, statements, receipts, and many other forms of written communication keep your social and business career in motion. Legible handwriting is essential to the orderly progress of your daily life.

Almost as revealing as your appearance and your personality, your handwriting tells friends, acquaintances, and business associates whether you're neat and careful or sloppy and careless. How do YOU shape up? It's important to look your best on paper as well as in person. We hope this booklet will help you.

Sincerely,

*W.A. Heaffner, Inc. Co.*

# RATE YOUR HANDWRITING

- a. Write the following sentence in your normal handwriting on the lines below:  
Good handwriting is easier with a quality writing instrument.
- 
- 

- b. Now compare your writing with the scale below:

**EXCELLENT:**

*Good handwriting is easier with a quality writing instrument.*

**GOOD:**

*Good handwriting is easier with a quality writing instrument.*

**FAIR:**

*Good handwriting is easier with a quality writing instrument.*

**POOR:**

*Good handwriting is easier with quality writing instrument.*

Remember this: TOO MUCH SPEED IS THE FOE OF GOOD HANDWRITING—SLOW DOWN!

# ANALYZE YOUR HANDWRITING

a. Write the same sentence again on the lines below:

Good handwriting is easier with a quality writing instrument.

b. Check it for the following points against the good sample at the bottom of this page. YES NO

1. Do all your letters lean the same way, moderately slanted to the right or vertical?
2. Are your letters too squeezed or too spread out?
3. Is there proper spacing (the width of one letter) between words?
4. Are similar letters uniform in size?
5. Do all the letters rest on the writing guide line?
6. Do all words begin and end with simple strokes?
7. Are loop letters like *g h y q* well formed?
8. Are letters like *a d g o a* closed?
9. Are turns in letters like *m n u w* rounded, not pointed?
10. Are letters like *i d t* properly retraced?
11. Is the *t* neatly crossed and the *i* properly dotted?

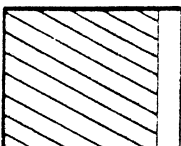
*Good handwriting is easier with a quality writing instrument.*

# PRACTICE CORRECT HANDWRITING

## FOLLOW THESE FUNDAMENTALS:

- **MAINTAIN REGULAR** *slant*

Extreme forward, backward, and irregular slant are difficult to read. A guide under your paper may help you develop regular slant. This shows a good writing slant →



**HELPS:** Slant the edge of your paper parallel with your writing arm, after you've seated yourself comfortably.

Keep all short and long downstrokes (the backbones) straight and parallel, particularly in final loop letters. Example:

*play* not *play*

GOOD SLANT:

*regular*

ACCEPTABLE:

*vertical*

POOR SLANT:

*backwards*

- **KEEP** *spacing* **EVEN**

Leave sufficient white space between letters. Allow a space about equal to the width of the letter "c" between words. Writing should not be *crowded* or *spread* or *uneven*

- **KEEP** *size* **OF LETTERS REGULAR**

Even-sized letters increase legibility. If you slur certain letters, the word may appear to be spelled incorrectly.

**HELPS:** *d* and *t* are twice the size of small letters like *e* and *a*

Capitals and loop letters like *K* and *L* are a little higher;

The points of an *v* and *d* extend a little above other small letters;

Lower loops like *g* *f* *y* are shorter than upper loops like *h* *u* *k*

● **DON'T WRITE uphill OR downhill**

Keep your writing on the line, whether it's a real one or an imaginary one. In social or business correspondence, a paper with heavily ruled guide lines under your stationery will help you get into the habit of writing in a straight line.

● **AVOID FANCY cursive AND cursive**

Starting a letter below the writing line or forming fancy endings makes writing unattractive and may affect its legibility. Endings should come about to the height of a small letter like these: *argt*; NOT like: *argt*

● **WATCH loop letters FORMATION**

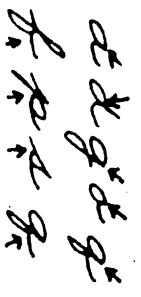
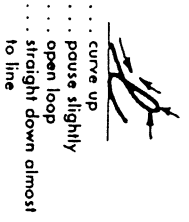
The loops of loop letters should be open, but neither too wide nor too narrow. The long stems should be straight, not curved. This diagram of *l* shows a good formation of a loop letter. →  
 To improve your upper and lower loop letters, practice writing the letters and words below:

*l l k k f g i g y bull bill bulk ell  
 half jack bail bank pick gang huge*

● **DON'T BE AN open-house WRITER**

The letters shown must be closed carefully at the places indicated by the arrows. →  
 To improve legibility, practice writing the letters and words below:

*a d a x p f g g post dose sod trade  
 radio solid nodes part said space*



- **AVOID Awkwardness**

Letters like *m* *n* *w* *wh* *ng* have somewhat rounded tops or bottoms. They should not come to a point. By slowing up a bit when writing these letters, you will have more legible results.

Example: *mine* not *mine*. Practice rounded turn letters by writing the following:

*wine now war exit win view new arm  
more box zero open mine name down*

- **MAKE retrace PROPERLY**

Retracing means carefully writing over a part of a letter that you wrote before, particularly in such letters as *i* and *t* (Don't LOOP like *e* and *t*) Practice retraced letters by writing the following words:

*terse richy ew mice title rise cast air*

- **FORM Capital Letters CAREFULLY**

There are several acceptable forms of capital letters; some are shown below. If your capital letters are not legible and attractive, select one of the styles below and practice each letter:

*E F G H I J K L M N O P Q R S T U V W X Y Z*  
*AA BB CC DD EE*  
**WRITE numbers WITH CARE**

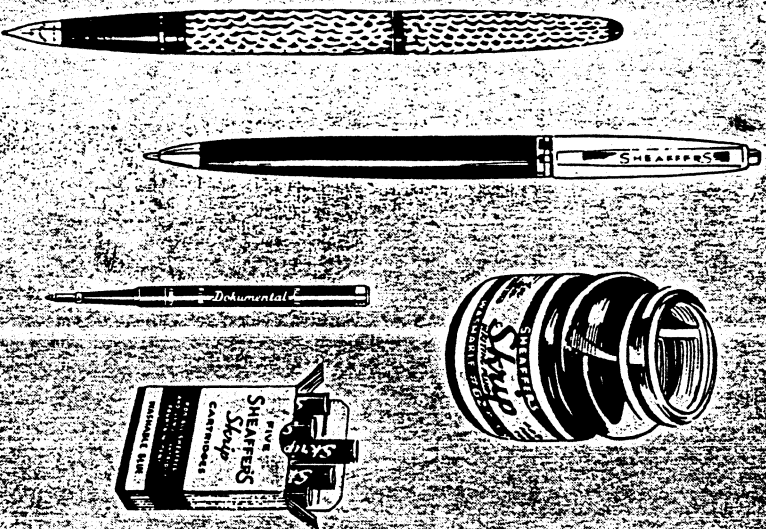
Proper and careful formation of numbers is particularly important, especially to those engaged in business or industrial careers. Here is a chart of simple, legible numbers: *1 2 3 4 5 6 7 8 9 0*

## WHETHER YOU'RE 8, 80 OR IN BETWEEN . . . . .

your handwriting will serve you better, if it's legible. This booklet is designed to help you increase the legibility of your handwriting. Here are five cues to better penmanship:

1. Take time to write your best.
2. Write frequently—writing improves with practice.
3. Sit (or stand) comfortably when writing.
4. Write plainly—avoid frills.
5. Use a quality writing instrument.

For Additional Copies of This Booklet write to  
**W. A. SHEAFFER PEN COMPANY**  
FORT MADISON, IOWA



### A WORD ABOUT QUALITY . . . . .

The products pictured here and on the front cover of this booklet are examples of the latest quality writing instruments in all price ranges, precision-crafted by Sheaffer employees. From the bold "Pen For Men" and fashion accessory Lady Sheaffer pens to popular priced ballpoint and cartridge pens, Sheaffer products are fashioned for years of smooth writing pleasure.